

Grafton Housing Authority

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Minutes of Regular Meeting
Maxwell Drive Community Room
September 21, 2015

A meeting of the Grafton Housing Authority was held on September 21, 2015 in the Maxwell Drive Community Room. James Gallagher, Donald Chouinard, Ed Murphy, David Robbins, Lisa Kelley and Richard Shaw from the accounting firm of Milne, Shaw & Robillard were present.

- Approval of June 1, 2015 and August 27, 2015 (Special Meeting) minutes.
- Approval of Budget Balance sheets as of August 31, 2015
- Old Business
 - Parking spaces – There are 88 tenants for 66 spaces. Spaces are not assigned to each unit due to the limitation of spaces.
 - Security cameras have been successful.
- New Business
 - 2016 Budget Guidelines – Key Highlights and changes:
 - ANUEL will be level funded
 - Increases to all salaries may not exceed 3%
 - Annual Agreed Upon Procedures (AUP) financial review to be performed by a DHCD pre-qualified Independent Public Account firm. Housing Authority will receive an exemption for the cost for the 1st year. Thereafter, cost will be \$3600.00.
 - Housing Authority will now be responsible for submitting a quarterly tenant accounts receivable report. This use to be done by the fee accountant.

Jim Gallagher made a motion to accept the proposed Fiscal Year Ending 6/30/2016 Operating Budget for the Grafton Housing Authority Programs 400-1, MRVP, 689, 200 and 705 as presented by Rick Shaw of Milne, Shaw & Robillard. Don Chouinard seconded. Voted and passed.

- As required by DHCD the Board signed the Quarterly Operating Statements, Scheduled of Positons & Compensation For as of 6/30/2015 and the MMDT Signature Card.
- Due to variety of conflicts during the month of October, there will be no meeting held. Our next meeting will be on November 2, 2015.
- Public Comment
 - Homemakers and visitors have been known to park in tenant areas.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,
Barbara Marsden
Barbara Marsden, Secretary